

Prepare and Send Job Application

How to Write an Eye-Catching Job Application?



SoftUni Team

Technical Trainers

The image displays three components of a job application:

- Cover Letter Template:** A screenshot of a document titled "COVER LETTER" for "CHRISTOPHER ABIGAIL". It includes sections for "APPLYING POSITION", "TO", "SUBJECT", and "MESSAGE". The message discusses a previous application and expresses enthusiasm for the company's specific skills and knowledge.
- Email Message Draft:** A screenshot of an email client showing a "New message" screen. The recipient is "hiringmanager@company.com" and the subject is "Following up on a job application for [position]". The message body is identical to the one in the cover letter.
- Resume Template:** A screenshot of a resume builder for "CHRISTOPHER ABIGAIL". It includes sections for "ABOUT ME", "EDUCATION", "SKILLS", "INTEREST", "REFERENCE", and "EXPERIENCE". The resume lists various qualifications and work history.



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Communication During the Live Session



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#Career-SoftUni



What is a Job Application ?

The Job Application Assets – Portfolio, CV, Cover Letter

Components of The Job Application

- Application message / **Email**
 - Do not copy paste email templates
- Portfolio of **projects**
 - My portfolio of projects available at [*GitHub link*]
- Resume(**CV**)
 - My resume is attached as PDF document available at [*CV link*]
- **Cover letter**



Email/Application Message

- Your Email message should consist of:
 - Brief **introduction**
 - Clear **statement**
 - **Position** being applied for
 - A **summary** of relevant skills
 - A **statement of interest** in the company



Email/Application Message Example

Dear [Hiring Manager],

My name is [Your Name], and I am excited to apply for the Junior [Software Engineer] position at [company name], as advertised on your website. As a recent graduate in Computer Science, I have experience working with programming languages such as [Java, Python, C# etc...] on various software projects. I have used these technologies [Spring, React, etc..] in my personal projects available at [GitHub link].

I am impressed by [company name]'s commitment to delivering high-quality software products, which aligns with my own passion for producing top-notch work. I am eager to learn from experienced [Software Engineers] at [company name] and contribute to the company's continued growth and success.

Thank you for considering my application. I have attached my resume and look forward to the opportunity to discuss my qualifications further.

Best regards,

[Your Name]

Brief introduction

Position being applied for

The value you bring for the company

Polite ending lines

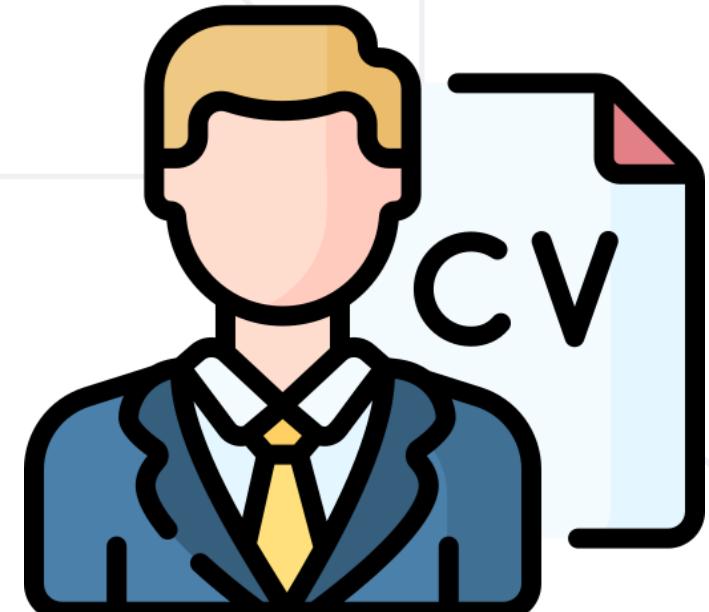
Portfolio of Projects

- Put the **link** for your projects in the email like this:
 - My portfolio of projects available at [*GitHub link*]
 - List the **technologies** from the job **requirements** involved in the development of your **projects**
 - I have experience with [*technology*] acquired during the development of this project [*project link*]



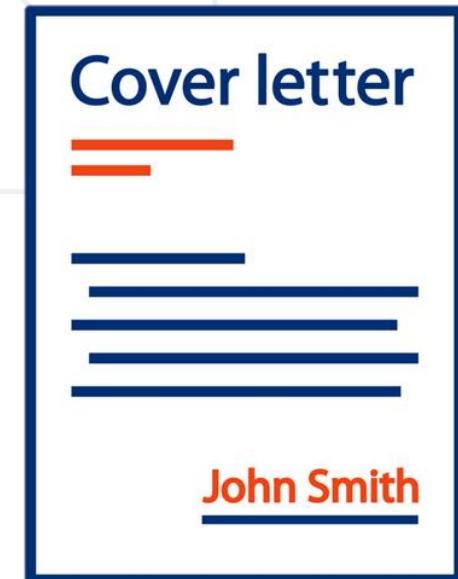
Resume (CV)

- Your CV should be **adjusted** for the target job position
 - Required technologies should be listed **first** with more **detailed description**
 - It should **match** the **job requirements**
- If your CV is online provide a **link** or upload it in **PDF** format
 - My resume is available as **PDF** document attached to this email
 - My resume is also available online at [**link**]



Cover Letter

- You can send your cover letter as:
 - Separate **PDF** document
 - Free **text** in your application email
- It should explain why you are the **right** candidate:
 - Skills
 - Technical experience
 - Personal attitude
- The cover letter should be **unique, personal** and **honest**
- **Do not** copy paste templates



Cover Letter Example

Dear [Hiring Manager],

I am excited to express my interest in the Junior Software Developer position currently available at [company name]. Although I do not have any professional experience, I have completed [SoftUni Java/C#/Python program], where I acquired valuable skills in software development, including object-oriented programming, data structures and algorithms, and software architecture.

In addition, I have technical experience in developing a web project using [Technologies used], which allowed me to gain practical experience working with various technologies and develop my problem-solving skills.

As a personal attitude, I am highly motivated to learn and grow within a dynamic team. I have a strong passion for software development, and I am always seeking opportunities to expand my knowledge and skills. I am a team player, and I work effectively in a collaborative environment to achieve common goals.

Thank you for considering my application. I am looking forward to the opportunity to discuss my qualifications further.

Sincerely,

[Your Name]

Skills acquired

Technical experience
gained

Personal attitude

Polite ending lines



Extracting Key Job Requirements

Identifying The Technologies and Abilities for Success

Extracting Important Information

- **Highlight** the key **skills** and **abilities**
- You have to **adjust** your CV to the **technologies** and **skills** they are looking for
- Put something about **each keyword** from the job description

Junior FullStack Java Developer for B2C Platfo...
(Remote) Apply Save ...

The must haves:

- 2+ years of experience with Java, preferably Spring, Hibernate
- 1+ years of experience with React
- Experience with test driven development and some of these testing tools: JUnit / Mockito / Cucumber
- Experience with relational Databases like Oracle, or MySQL
- Some experience with Docker, Maven / Git
- Used to work in the agile working environment
- Bachelor's degree in Computer Science or related discipline
- Good working level of English, as you will be part of a distributed team

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CV Matching Job Description Keywords Example

Who you are:

- 2+ years of frontend development experience
- Detailed knowledge in **JavaScript**, TypeScript, etc.
- Experience in **Angular**, **React**, **Redux**, **RxJS**, **HTML**, **CSS** and other web technologies
- OOP principles, design principles and design patterns
- Passion for development and dealing with complex situations
- Strong analytical thinking and problem-solving skills
- Bachelor's degree in computer science or related (might be still pending)
- Excellent communication skills in English or German

Job Requirements

Your CV Matching

Web Development Intern SiriusXM

July 2016 - January 2017

Athens, GA

- Developed user interfaces with modern **JavaScript** frameworks, **HTML5**, and **CSS3**, which improved user satisfaction by 31%.
- Developed object-oriented code in **Node.js** with 100% accordance to industry and company standards.
- Learned multiple threading, concurrency, design patterns, and their impacts on application concurrency.
- Designed and developed web applications using **JavaScript** frameworks **React.js** and **Angular.js** to increase target audience engagement by 12%.

Learn the Gaps In Your Skillset

- Which of these requirements am I **unable to meet** ?
- How to **add them in my skillset** ?

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(Remote) Apply ↗ Save ...

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- Experience with relational Databases like **Oracle**, or **MySQL**
- Some experience with **Docker**, **Maven**, **Git**
- Used to work in the agile working environment
- Bachelor's degree in Computer Science or related discipline
- Good working level of **English**, as you will be part of a distributed team



For example:

- If you lack knowledge in React, Spring or MySQL we have courses in **SoftUni**
- Or you can watch **tutorials** online

Junior FullStack Java Developer for B2C Platfo...
(Remote)

Apply Save ...

The must haves:

- 2+ years of experience with **Java**, preferably **Spring**, **Hibernate**
- 1+ years of experience with **React**
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ReactJS - февруари 2023
Начало: 20 февраля 2023
7 недели
15 кредитов
Advanced

Java Web
30 кредитов | 4 месяца

SPRING FUNDAMENTALS
SPRING ADVANCED

Java DB
24 кредиты | 4 месяца

MYSQL
SPRING DATA

Prioritizing Essential Tech

- Spend more time and effort on technologies which are **commonly required**
- In our case React and Maven are **should learn** technologies
- Spend less time and effort to **exotic technologies**
- In our case Cucumber is not widely used and you may **skip it**
- Here **to learn** means to have it in your GitHub and **to skip** means to watch a video to have an idea what is it





Customizing Your CV

How to Adjust Your CV to Specific Job Offer ?

Review The Job Description

- Carefully **analyze** the job description
- Identify specific job **responsibilities** and **requirements**
- Take note of **key skills**, **experiences** and **qualifications** required
- Understand the company **culture** and **values**

The new team member will be involved in the development of new system components as well as improving current ones in close collaboration with other developers and technical support.

Position requirements:

- A minimum of 6 months experience with C# .NET;
- Understanding of Object Oriented Programming and Design Patterns;
- Knowledge of ASP.NET MVC and WebAPI 2;
- Experience with MSSQL and Entity Framework;
- Knowledge of the JavaScript language will be considered a strong advantage;
- Knowledge of the React library and Redux is also considered an advantage;
- High level of self-organisation;
- Good command of the English language.

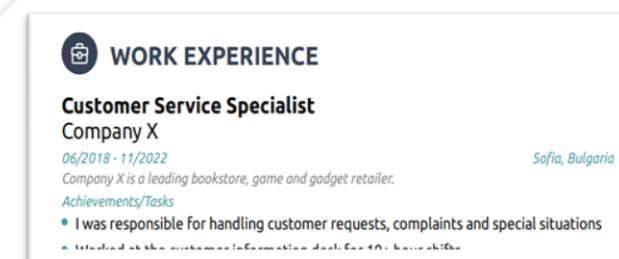
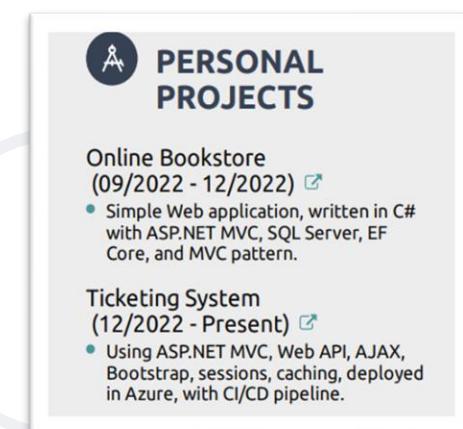
The ideal candidate should:

- Be a creative out-of-the-box thinker;
- Be an effective team player;
- Be a driven self-learner.

Information about the company culture and values is missing so you might have to search the company online later

Identify Your Relevant Skills And Experiences

- Match your **skills** and **experiences** to the job requirements
- Highlight your **technical** skills, industry **experience** and **soft** skills
- Use examples to show **how** you have **applied your skills** in the past
- Identify **transferable skills** that can be applied to the job



Reorder Your CV If Necessary

- Use a **summary or objective** statement to **emphasize** your skills
- Highlight your **most relevant** skills and experiences **first**
- Move your **work experience** section up if necessary
- Make sure your CV is **easy to read** and **well-organized**



Sabina Popova
Junior C# Developer

An independent and self-motivated C# Web Development student with practical experience and confidently working with ASP.NET MVC, MS SQL Server and Entity Framework. Looking to apply my acquired skills at company X.

EDUCATION

Full-Stack Web Developer
Software University
09/2021 - Present
Professional Modules

- **C# Advanced and OOP** - Working with linear, multidimensional and associative data structures. Application of basic algorithms and functional programming. Object-oriented programming: classes, objects and OOP principles. Using the Reflection API and Unit Testing.
- **C# Web Development** - Creating Web applications with ASP.NET MVC. Working with the HTTP protocol, the MVC pattern, using the built-in authentication (users, roles and sessions), filters and middleware. Developing RESTful backends with ASP.NET Web API. Testing and Deploying Web apps.
- **DevOps** - Working with the Linux shell, containers and Docker, Docker Compose, DevOps monitoring tools, CI/CD pipelines, Git and GitHub. Deployment of software projects in cloud infrastructure. Creation and management of continuous integration process with automated testing and automated deployment.

Computer Science and Engineering
Technical University of Sofia
09/2019 - Present
Courses

- Performing design, construction, programming, production-research, organizational-management and other activities in the field of information technologies and computer science.
- Synthesis and analysis of algorithms; algorithmic, structural, object-oriented, component and functional programming; computer architectures, hardware and operating systems.

WORK EXPERIENCE

Customer Service Specialist
Company X
06/2018 - 11/2022
Company X is a leading bookstore, game and gadget retailer.
Achievements/Tasks

- I was responsible for handling customer requests, complaints and special situations
- Worked at the customer information desk for 10+ hour shifts
- Welcomed 1000+ customers during store opening event
- Initiated improvements in customer service by changing to a more personal approach. This resulted in over 100 positive feedbacks

TECHNICAL SKILLS

Programming Languages
C#, JavaScript, HTML, CSS, XML

Tools
Visual Studio, Visual Studio Code, SSMS

Frameworks
.NET, ASP. NET Core, EF Core

Databases
Microsoft SQL Server, PostgreSQL

SOFT SKILLS

Attention to detail
Communication
Analysis
Teamwork & cooperation

PERSONAL PROJECTS

Online Bookstore
(09/2022 - 12/2022)

- Simple Web application, written in C# with ASP.NET MVC, SQL Server, EF Core, and MVC pattern.

Ticketing System
(12/2022 - Present)

- Using ASP.NET MVC, Web API, AJAX, Bootstrap, sessions, caching, deployed in Azure, with CI/CD pipeline.

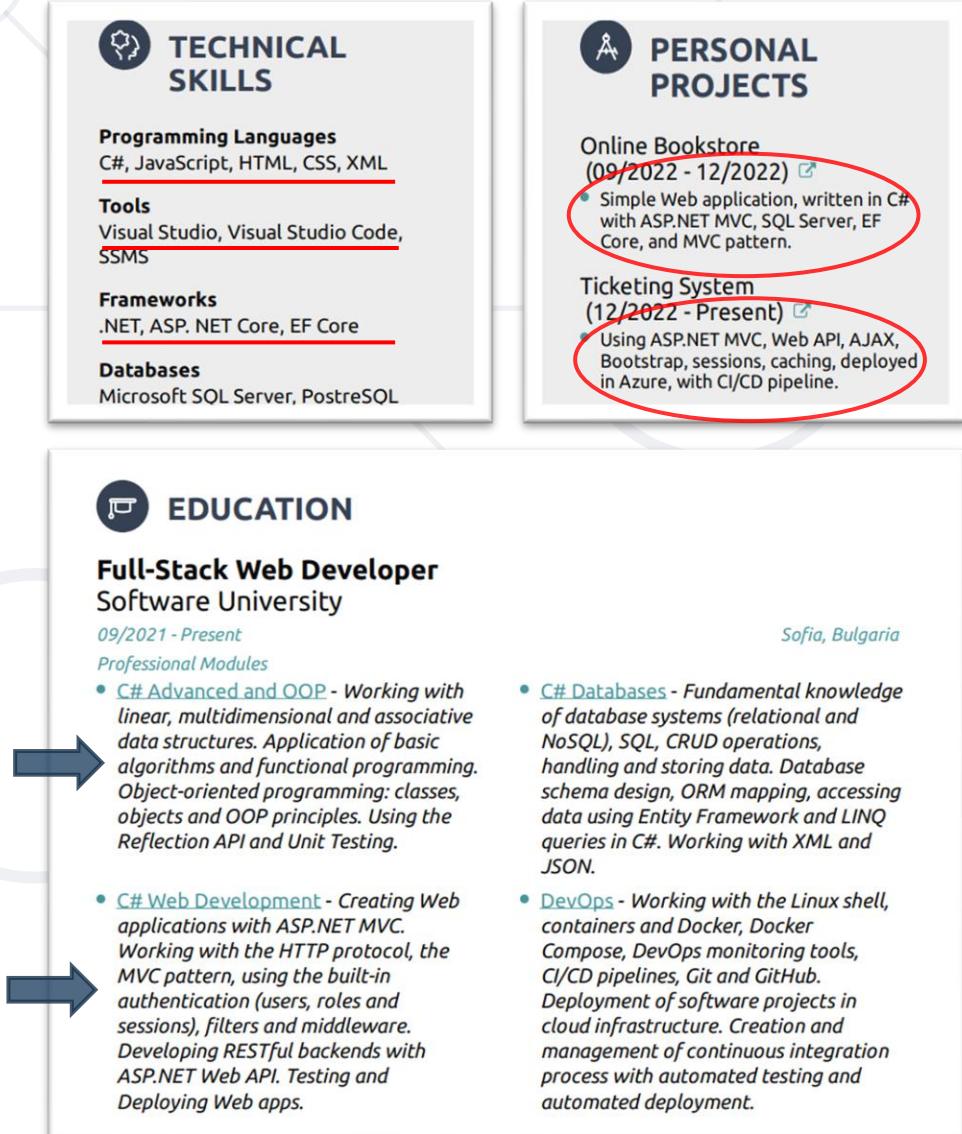
LANGUAGES

English
Full Professional Proficiency

German
Limited Working Proficiency

Use Keywords

- Use **keywords** from the job description in your CV
- Include keywords **in** the skills and experience **sections**
- Use **industry-specific** terms and phrases
- Optimize your CV for **applicant tracking systems (ATS)**





The ABCs of ATS Systems

Understanding How Applicant Tracking System Works

What is an Applicant Tracking System(ATS) ?

- ATS is a software employers use to manage the **entire application process**
- The system **collects, scans** and **ranks** all of the applicants
- Applications that **do not meet** the job requirements will be **filtered out** and **not progress** through the streamlined hiring process
- Around **75%** of large companies use ATS



How to Create an ATS Resume

- Pick the right format – **Reverse-chronological**
 - Reverse-chronological format emphasizes your **work experience** by putting it **on the top** of the page
- Choose the **appropriate** file type
 - **PDF** is universal but in rare occasions **Word** document may be required(Check job description)
- Use an ATS resume **template**
 - Novoresume resume templates are perfect for writing an **ATS-friendly** resume



How to Create an ATS Resume

- Use a **simple** layout
 - Use **simple** fonts, **varying font sizes** for headers and content and simple **bulleted lists** to highlight achievements
- **Label your sections** right
 - Work **experience**, **skills** etc.
- Tailor your resume with **keywords**
 - **Job-related** skills – Java, Spring, MySQL etc.
 - **Soft skills** – creative, problem-solving, analytical etc.



ATS Resume Example

- Professional photo
- Short introduction
- Contact information
- Labeled sections
- Keywords in skills sections
- Personal projects with link for quick access

1  **Sabina Popova**
Junior C# Developer

An independent and self-motivated C# Web Development student with practical experience and confidently working with ASP.NET MVC, MS SQL Server and Entity Framework. Looking to apply my acquired skills at company X.

2 
+359 881 234 567
my.portfolio.com
github/sabina-popova

3

4  **EDUCATION**

Full-Stack Web Developer
Software University
09/2021 - Present
Professional Modules

- **C# Advanced and OOP** - Working with linear, multidimensional and associative data structures. Application of basic algorithms and functional programming. Object-oriented programming: classes, objects and OOP principles. Using the Reflection API and Unit Testing.
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- **DevOps** - Working with the Linux shell, containers and Docker, Docker Compose, DevOps monitoring tools, CI/CD pipelines, Git and GitHub. Deployment of software projects in cloud infrastructure. Creation and management of continuous integration process with automated testing and automated deployment.

5  **TECHNICAL SKILLS**

Programming Languages
C#, JavaScript, HTML, CSS, XML

Tools
Visual Studio, Visual Studio Code, SSMS

Frameworks
.NET, ASP.NET Core, EF Core

Databases
Microsoft SQL Server, PostgreSQL

4  **SOFT SKILLS**

Attention to detail
Communication
Analysis
Teamwork & cooperation

6  **PERSONAL PROJECTS**

Online Bookstore (09/2022 - 12/2022) ↗
Simple Web application, written in C# with ASP.NET MVC, SQL Server, EF Core, and MVC pattern.

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4  **WORK EXPERIENCE**

Customer Service Specialist
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Achievements/Tasks

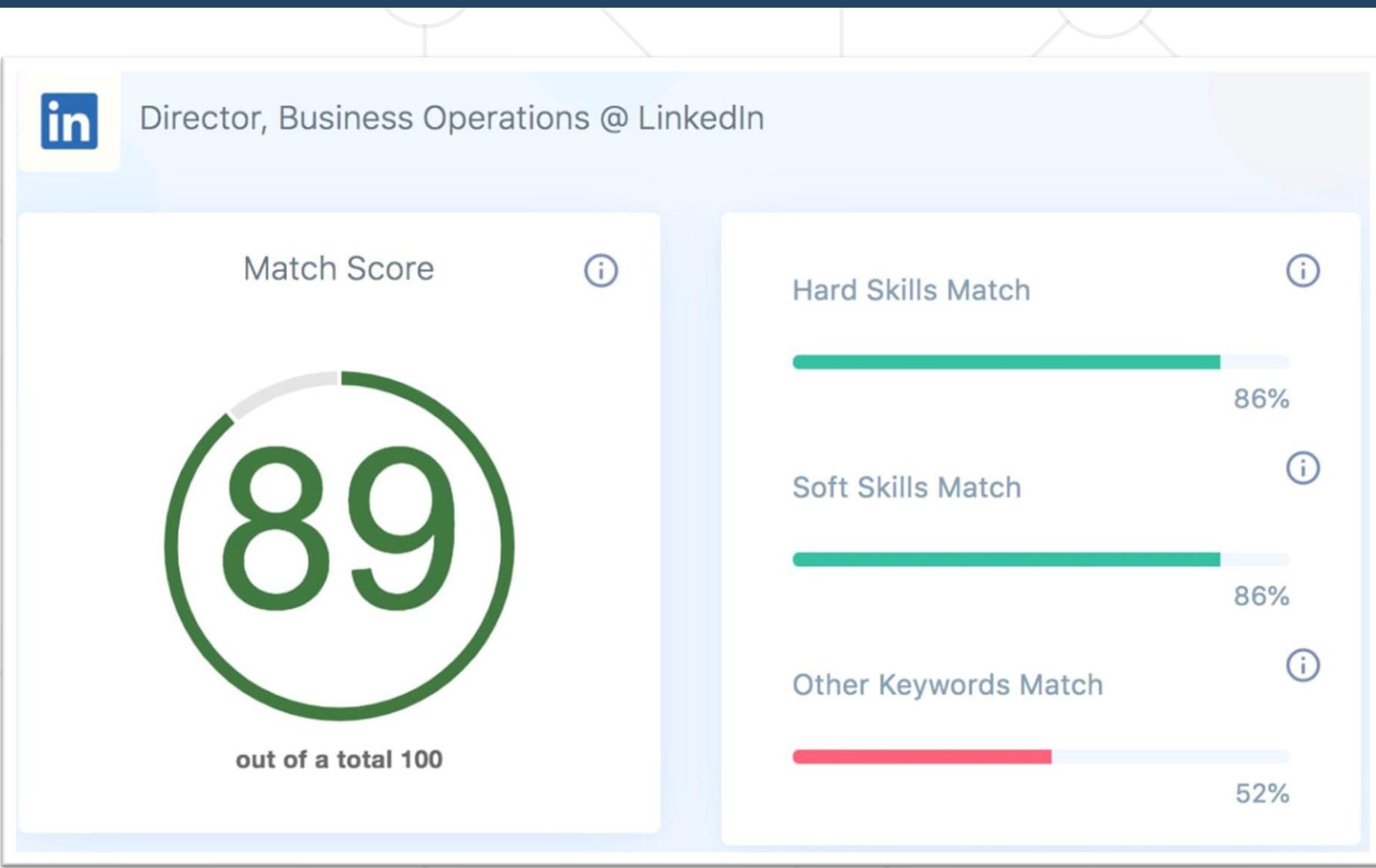
- I was responsible for handling customer requests, complaints and special situations
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4  **LANGUAGES**

English
Full Professional Proficiency

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ATS System Match Score



- Hard and Soft skills **come first**
- Above **60%** matching is **ok**
- In this case keywords match is **not enough**

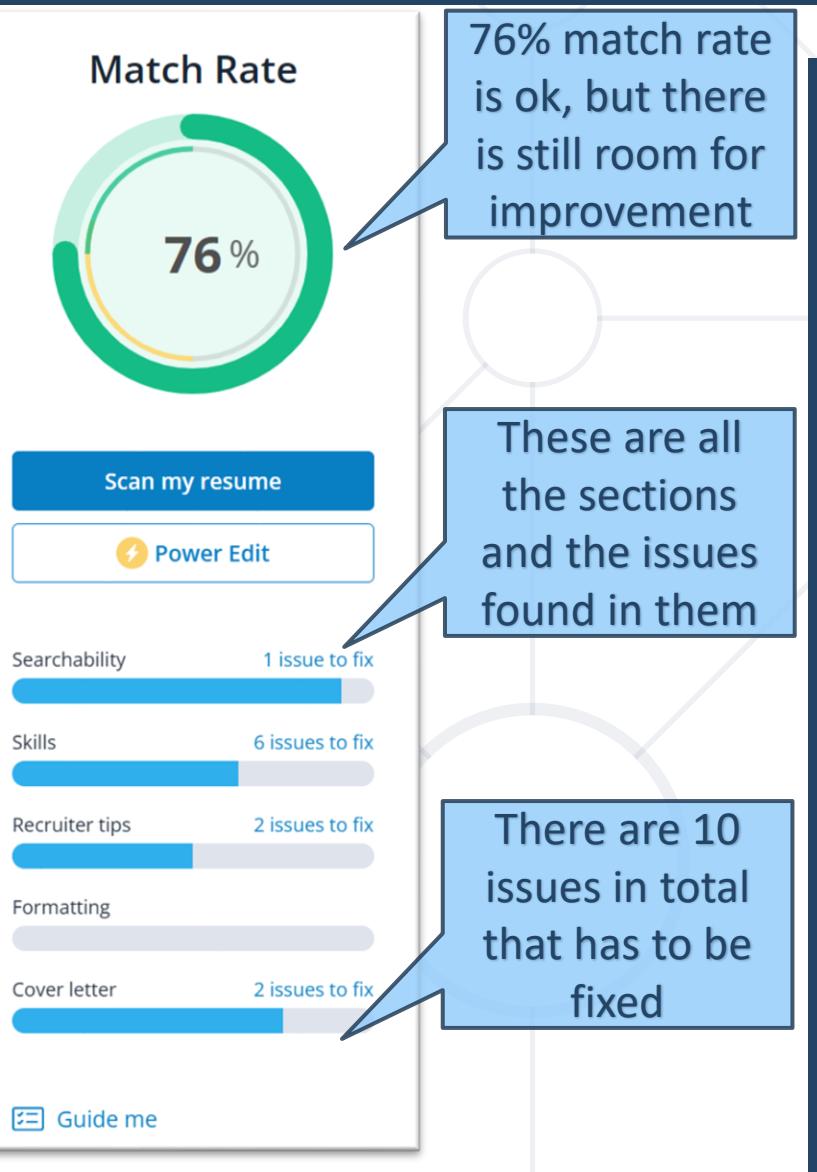
Scan Your CV With Jobscan

- Jobscan helps you **optimize** your resume for any job
- It can **scan** your CV to check if it **answers** to the **job requirements**
- It helps you to get **pass** the **ATS** systems
- The platform **highlights** the key experience and skills recruiters **need to see**
- It is **intuitive** and **easy** to use



Jobscan

Jobscan Scanning CV Example



Searchability IMPORTANT

Applicant Tracking Systems (ATS) are computers that process your resume to understand your work history and relevance to the job description. These findings typically include your work history, job titles, relevant skills and education, as well as contact information like your name, phone number, and email address.

Tip: Complete all checks below to ensure your resume is easily searchable by recruiters and ATS.

ATS tip	✓ You've added a company name (Amazon) and web address (https://www.amazondelivers.jobs) which can help us provide you ATS-specific tips. Update scan information View ATS Tips
Contact info	✓ You provided your phone number. ✓ You provided your email. ✓ You provided your physical address.
Job title match	✓ The job title Senior Product Manager, from the job description is also found in your resume. We recommend this to be the case to ensure you're found when recruiters search by job title. Incorrect job title in the job description?
Education match	✓ This job doesn't specify a preferred degree. Update required education level
Section headings	✗ Name your experience section "Work History" or "Professional Experience" for ATS to recognize work sections.
Date formatting	✓ The dates in your work experience section are properly formatted.
File type	✓ You are using a .pdf resume. Most ATS can process .pdf files but more accurately process .docx files. Consider using a .docx file instead. ✓ Your file name doesn't contain special characters that could cause an error in ATS. ✓ Your file name is concise and readable.

- In this example a section heading won't be recognized by the ATS

Jobscan – Job Application Optimization Tool

- Jobscan will show you if you are the **perfect** match
 - Jobscan AI analyzes your resume and **compares** it to the job listing
- See your **missing** skills
 - The AI will show you what you **lack** and what to **highlight**
- Free ATS Resume **builder**
 - An ATS-friendly resume builder to help you **get past the bots**





Enhance GitHub Profile for Job Offer

Optimizing Your GitHub for Job Success

Analyze the Job Description

- Go through the **keywords** from the job description
- Lets assume that this is the job description and you are not familiar with **React**
- Learn it, make a project and **add** it to your GitHub **portfolio**
- Do that for **other** technologies as well

Junior FullStack Java Developer for B2C Platfo...
(Remote) Apply Save ...

The must haves:

- 2+ years of experience with **Java**, preferably **Spring**, **Hibernate**
- 1+ years of experience with **React**
- Experience with test driven development and some of these testing tools **JUnit**, **Mockito**, **Cucumber**
- Experience with relational Databases like **Oracle**, or **MySQL**
- Some experience with **Docker**, **Maven**, **Git**
- Used to work in the agile working environment
- Bachelor's degree in Computer Science or related discipline
- Good working level of **English** as you will be part of a distributed team

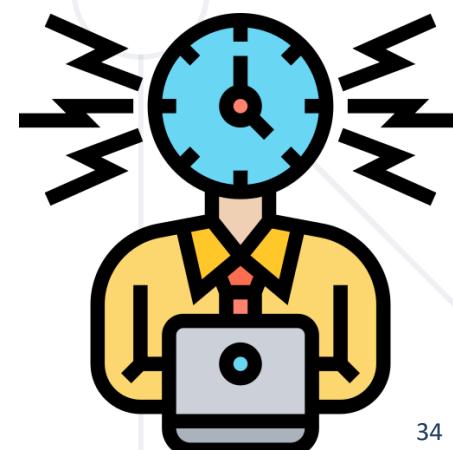
Repo

nakov-react-example Public

JavaScript MIT License Updated on Dec 21, 2022

Extending My Tech Stack

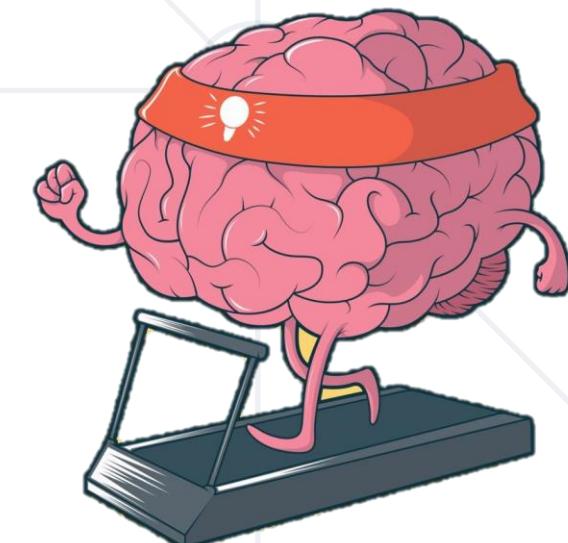
- Watch video **lessons**, follow **tutorials** or take **courses**
- The process may take a **couple of days** or even **weeks** but it will pay off
- You already spent **1-2 years** to learn programming and modern software technologies, why not spend another **1-2 weeks** ?
- Matching software companies requirements increases **chances of employment**



Continue Improving After SoftUni Graduation



- Sometimes it may be **frustrating** to see that we **lack** experience or knowledge in job offers
- Remember that software development is a process of **constant learning** and **improvement**
- You can always learn a new technology via a **course, book** or **tutorial**





Creating an Appropriate Cover Letter

How to Craft Effective and Persuasive Cover Letter

Tips for Crafting an Effective Cover Letter

- Research the company and **tailor** your cover letter **to the job description** and **company values**
- Address the letter to a **specific person**(if possible)
- Highlight your **most relevant** skills and experience
- Use a **professional tone** to avoid clichés
- Keep your cover letter **concise** and **focused** on the most **important** information



Cover Letter Example 1

Dear [Hiring Manager's Name],

I am excited to apply for the Junior Software Developer position at [Company Name]. As someone who is passionate about using technology to make a positive impact, I am drawn to [Company Name]'s commitment to [Value or Mission Statement], which aligns with my own values and interests.

Although I am a recent graduate and do not yet have professional experience in software development, I have been honing my skills through coursework in programming languages such as [Java, Python, and C++], as well as personal projects like [developing a web-based inventory management system] or [a mobile app for tracking daily expenses]. I am eager to put my knowledge into practice and learn from experienced professionals at [Company Name].

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications in further detail.

Sincerely,

[Your Name]

Addressing specific person

Aligning personal values to company's

Highlighting relevant skills and experience

Keeping the cover letter clear and concise

Strategies for Persuasive Cover Letters

- Start with a strong **opening sentence** or **hook**
- Show **enthusiasm** and **passion** for the job to demonstrate your **motivation** and that you **fit in**
- Focus on the **benefits** you can offer to the employer
- Close with a **clear call to action** or **statement of interest**



Cover Letter Example 2

Dear [Hiring Manager's Name],

[I am excited to apply for the [Job Title] position at [Company Name] and believe that my skills and experience make me an excellent fit for your team].

From the moment I learned about this opportunity, I was drawn to the company's commitment to [Company Values/Goals]. [As someone who is passionate about [Job Field], I am eager to contribute my skills and knowledge to help further your mission].

With [Number of years] of experience in [Relevant Skills or Industry], I have honed my abilities in [Key Skills or Qualifications]. Additionally, I have a proven track record of [Relevant Accomplishments or Projects]. [I am confident that I can bring [Value Proposition] to your team and help you achieve your goals].

[Thank you for considering my application. I would love the opportunity to discuss my qualifications further and am available for an interview at your convenience. I am excited about the possibility of joining [Company Name] and contributing to your success].

Sincerely,

[Your Name]

Opening sentence/hook

Showing enthusiasm and passion

Focusing on the benefits offered to the employer

Closing with a clear call/interest

Cover Letter What to Do and What Not to Do

- **Tailor** the cover letter to the specific job offer
- **Address** the hiring manager by name if possible
- **Proofread** the letter to ensure it is easy to read and understand
- **Maintain** professional tone
- Do not use a **generic cover letter** that does not address specific job offer
- Do not provide **irrelevant** or **unnecessary** information
- Do not send the cover letter without double-checking for **errors** in **grammar, spelling or punctuation**



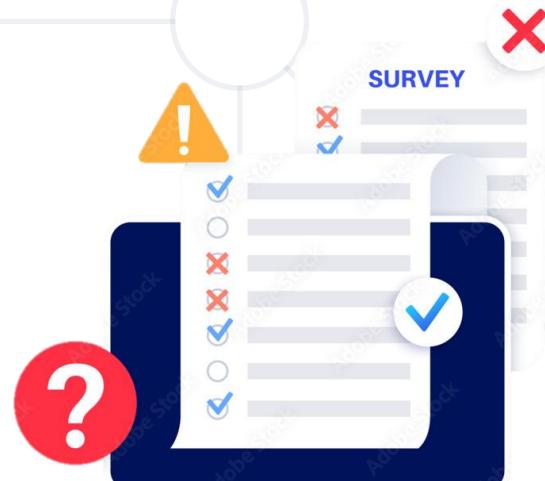


Best Practices for Job Applying

How to Successfully Submit Your Application Materials

Before Applying

- **Review** the job posting for **specific instructions** on how to submit documents
- **Proofread** your documents once again for errors and consistency
- Save your documents with a **clear** and **professional** file name
- Save a **copy** of your submission for your **records**



Email Application

- Use **clear** and **professional** subject line
- Address the **recipient** properly and **respectfully**
- Attach your documents in a common file format, such as
PDF
- Include a brief message **introducing** yourself and
expressing interest in the job
- Avoid using **generic** email message
customize instead



Tips for Successfully Selected Job Applications

- Always write your cover letter **from scratch** for each **individual position**
- Give your contacts(**email, phone** etc.) and expect to be contacted
- Write your **full name** not (badgy356 or asdfg)
- If your age is 30+ **do not** mention it
- If you are too young (16 years old or less) **do not** mention it



Summary

- What is a **job application** ?
- Extracting key **technologies** and **abilities** required in a job description
- Customizing your CV for **specific** job offer
- **ATS** tracking systems
- Extending your GitHub profile for **specific** job offer
- Creating an **appropriate** cover letter
- Job Applying(**sending documents**)

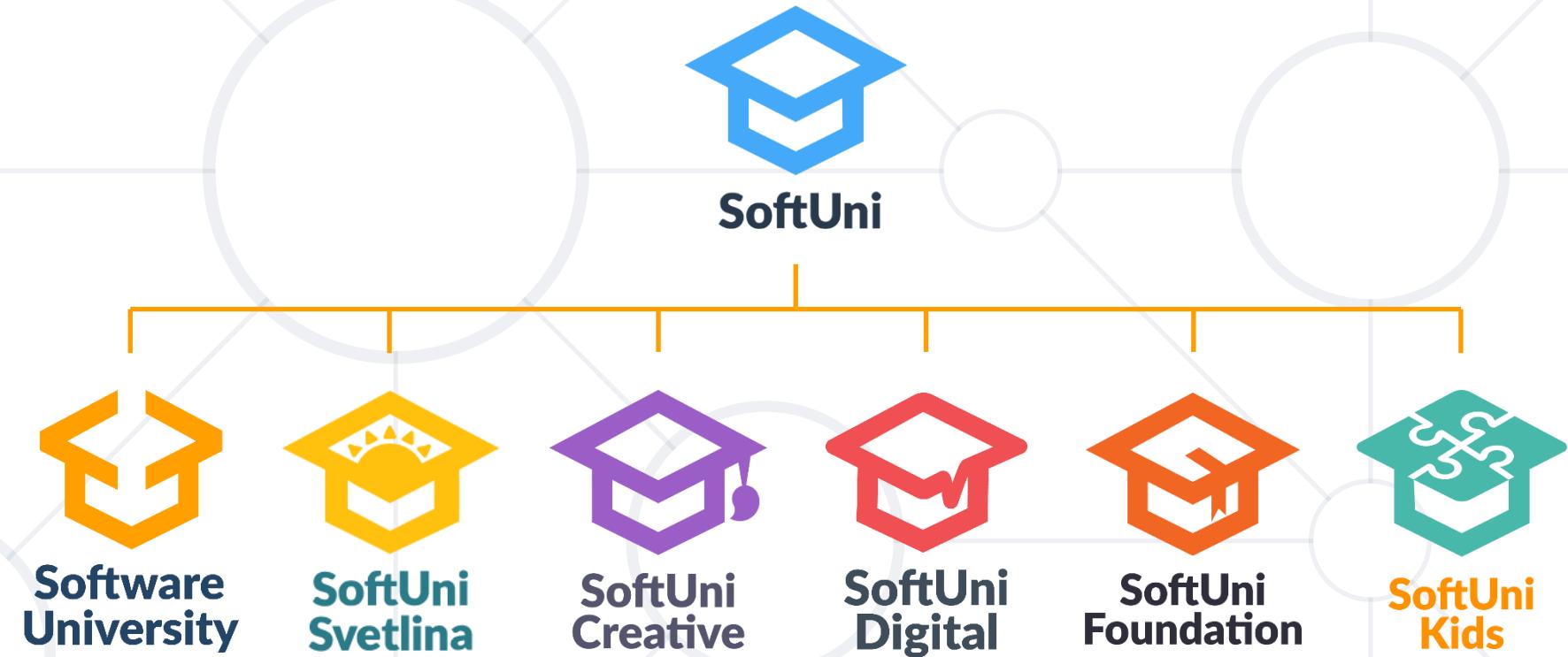




Homework

Apply to a Specific Job Offer From the Given Resources

Questions?



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